

**SANTA BARBARA COUNTY  
BOARD AGENDA LETTER**



Clerk of the Board of Supervisors  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

**Agenda Number:**  
**Prepared on:** 9/4/03  
**Department Name:** Auditor-Controller  
**Department No.:** 061  
**Agenda Date:** 9/16/03  
**Placement:** Administrative  
**Estimate Time:**  
**Continued Item:** NO  
**If Yes, date from:**

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**TO:** Board of Supervisors  
**FROM:** Robert W. Geis, C.P.A.  
Auditor-Controller  
**STAFF** Linda Lucas  
**CONTACT:** 568-2103  
**SUBJECT:** Destruction of Records

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**Recommendation(s):**

That the Board of Supervisors:

Approve the Applications for Destruction of Records, pursuant to Government Code Sections 26201, 26202, and 26907.1.

**Alignment with Board Strategic Plan:**

The recommendation is primarily aligned with actions required by law or by routine business necessity.

**Executive Summary and Discussion:**

In an effort to conserve limited storage space, the Auditor-Controller's Office would like to destroy records that are no longer required to be retained and are no longer needed.

Section 26201 of the California Government Code allows the board to authorize the destruction or disposition of any duplicate record, paper, or document, the original or a permanent reproduction of which is in the files of any officer or department of the county. Therefore, we submit the attached application for destruction of records for this section.

Section 26202 of the California Government Code allows the board to authorize the destruction or disposition of any record, paper, or document which is more than two years old and which was prepared or received in a manner other than pursuant to state statute or county charter. The board may also authorize the destruction or disposition of any record, paper, or document which is more than two years old and which was prepared or received pursuant to state statute or county charter, and which is not expressly required by law to

be filed and preserved if the board determines by four-fifths vote that the retention of any such record, paper or document is no longer necessary or required for county purposes. This code section requires board resolution; therefore, we submit the attached application for destruction of records for this section.

Section 26907.1 of California Government Code allows the Auditor-Controller to destroy any county, school or special district bonds or coupons, which have been paid or cancelled for a period of not less than five years. Under this code section, no board resolution is required; however, we submit the attached application for destruction of records for this section as directed by the County Administrative Policies and Procedures, Section I-8.

**Mandates and Service Levels:** N/A

**Fiscal and Facilities Impacts:** None

**Special Instructions:** None

**Concurrence:** County Counsel